Online Incident & Hazard Reporting – Quick Guide (Using Online Web Form)

Intended audience: Students, visitors, and contractors are encouraged to use this web form to report injuries, illnesses, hazards, near-misses, or good catches. Carleton employees should normally use the CUWorkSafe incident portal that links directly to their employee profile; however, an employee may use this *guest* web form when submitting an **anonymous** good-catch report.

Why Report?

Prompt reporting helps the University:

- Correct hazards before they injure someone else.
- Provide timely care and facilitate any required WSIB (workers' compensation) claims.
- Meet its legal obligation to document and investigate workplace incidents.

Anonymous or named?
The form supports anonymous submission for hazard or good catch reports. However, including your contact details lets EHS follow up quickly and, when an injury has occurred, gather information required for a WSIB claim. EHS strongly encourages non anonymous reports whenever possible.

At-a-Glance Reporting Steps

Step	What to Do	Tips
1	**Open the Web Form** – Go to the Carleton **Reporting an Incident** page and click the **Guest Portal** button.	Works on desktop or mobile; no login required.
2	**Reporter Details** – The Guest Portal permits anonymous reporting; simply type **"Anonymous"** in the Name field (leave email/phone blank if you choose).	The web form is **not** linked to employee data, so no fields are auto-populated.
3	**Type of Event** – Choose *Injury/Illness*, *Hazard*, *Near Miss*, or *Good Catch*.	Selecting the correct type routes the report to the right team.
4	**Incident Category / Sub-category** – Select the most appropriate category and, if shown, a sub-category.	E.g., *Contact with Objects → Struck by Object*.
5	**People Involved** (if applicable) – Add injured/ill person(s) and any witnesses.	Use **"Add Person"** for each name.
6	**Injury / Illness Details** – Body part, nature of injury, first aid or medical care received.	Required for WSIB documentation.
7	**Event / Hazard Details** – Provide date, time, and a clear description of what happened or what you observed.	Be specific (e.g., "Electrical cord frayed on floor, Bldg T29 Rm 148").

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8	**Contributing Factors** – Select any factors (equipment failure, environment, human error) and describe.	Helps EHS identify root causes.
9	**Location Information** – Choose *On-Campus* or *Off-Campus*, then specify building, room, or area.	For outdoor areas, list the nearest building and landmark.
10	**Attachments** – Upload photos, diagrams, or other files.	Drag-and-drop or **Pick a File**. Multiple files allowed.
11	**Declaration & CAPTCHA** – Confirm accuracy, age > 18, and complete the spam check.	
12	**Submit & Save Receipt** – Click **Submit**. A confirmation screen appears with a link to **Download PDF** for your records.	Keep the PDF until you receive any necessary follow-up.

Key Field Explanations (Alphabetical)

Field	What to Enter & Why It Matters
Attachments	Photos, documents, or screenshots that clarify the event/hazard.
Body Part / Injury Type	Select from the lookup list; enables proper medical coding for WSIB if required.
Date & Time Reported	Auto-populated—indicates when you started the report. Cannot be changed.
Date & Time of Incident	Actual moment the event occurred. Approximations are acceptable if unknown.
Description of Event / Hazard	Narrative explaining what happened, events leading up to it, and any immediate actions taken. Distinct from *Description of Injury*.
Description of Injury / Illness	Symptoms, affected body parts, severity, progression. Leave blank for hazard-only reports.
Employee Group / Department	Auto-filled for employees; helps route the report to the correct supervisor.
Health-Care Status	Select **First Aid**, **Health Care**, or **None**. Health-Care means treatment by a licensed professional (doctor, nurse, paramedic).
Location Comments	Additional detail not captured in building/room fields (e.g., "north loading dock, exterior").

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Person Reporting	Your contact info for follow-up. May be different from the *Person Involved*.
Person Involved	The individual who was injured or became ill. Leave blank for hazard-only reports.
To Whom Was This Reported	First person you notified (e.g., supervisor, professor, Campus Safety). Separate multiple names with commas.
Treatment Details	Facility name, address, practitioner and contact info if medical care was sought.

Frequently Asked Questions

Can I update my report after submission?

Guest Portal submissions cannot be edited online after you click **Submit**. If you need to add or correct information, please email the additional details to **ehs@carleton.ca** and EHS will append them to your record.

I only saw a potential hazard—no one was hurt. Should I still report?

Absolutely. Choose *Hazard* or *Good Catch* so corrective action can be taken before an injury occurs.

What happens after I submit?

EHS reviews all reports during business hours. If contact details were provided, you may be emailed for clarification or informed once the hazard is resolved.

Need Help?

Email **ehs@carleton.ca** or call **(613) 520-2600 ext. 3000** during business hours. For emergencies, dial **4444** from any campus phone (or **911** off-campus).